



THE CITY OF SAN DIEGO

M E M O R A N D U M

DATE: March 17, 2011

TO: Recreation Councils

FROM: Scott Reese, Assistant Director, Park and Recreation Department

SUBJECT: Draft Departmental Instruction (DI) – Community Gardens

Park and Recreation Department Staff has developed a new internal policy (Department Instruction) related to the creation of community gardens in existing City parks. There has been a growth in the number of requests to develop community gardens on City-owned land, including land managed by the Park and Recreation Department. The Department recognizes the recreational and social benefits of community gardens within the park system and wants to encourage this activity.

This Department Instruction (DI) pertains to the provision of community gardens in city-owned or operated parks. The inclusion of community gardens in City parks will be based on each community's characteristics and needs. When identifying appropriate locations for community garden areas consideration will be given to balancing the needs and interests of the community, the physical impact on the park and the surrounding environment, proposed changes to the adopted park general development plan, impacts to park use, and the projected operational sustainability of the community garden.

The Department has developed this DI to provide staff with formal policies, procedures and guidelines to improve the process of planning, designing, constructing and operating community gardens and to provide an organized and consistent method for reviewing requests to develop community gardens on city parks.

As set out in the policy, all community gardens will be developed and maintained at no cost to the City of San Diego, have a minimal amount of impact on city staff time and resources, and will be operated by volunteers from the community. The community garden group must agree to administer and operate the gardens according to a Department issued Special Use Permit which will extend a limited and revocable license for use of the city-owned or operated park land by the community group.

Department staff intends to present an informational item on this draft policy to the Community Parks I Area Committee, Community Parks II Area Committee and the Balboa Park Committee in May on the following tentative dates, times and locations:

- Community Parks I Area Committee
May 4 at 7:00 p.m. at Doyle community Park, 8175 Regents Road
- Community Parks II Area Committee
May 11 at 7:00 p.m. at the War Memorial Bldg., Room 3
- Balboa Park Committee
May 5 at 6:00 p.m. in the Santa Fe Room at Balboa Park

Attached is the draft DI and the Community Garden Planning and Design Guidelines. The Guidelines are provided to park design consultants as a reference to guide decisions regarding the possible inclusion of community gardens within park development projects. Also included is a web link to the Departments webpage where the DI and Guidelines can be found in electronic form along with other supporting forms and sample documents that will be used to facilitate the implementation of community gardens by staff and interested program participants. The link to the information may be found in the News and Announcements Section on the City at <http://www.sandiego.gov/park-and-recreation>.

Recognizing not everyone has access to the internet, should you desire a paper copy of this information, please ask your Park and Recreation staff representative to provide you one.

Should you have comments you would like to share regarding the proposed DI please attend one of the scheduled meetings. Community review and comment is the best means to refine and strengthen the draft policy and supporting materials.

Thank you for your continued support of community recreational programming.



Scott Reese
Assistant Park and Recreation Director

March 17, 2011
Date

Attachments:

Draft Departmental Instruction- Community Gardens
Community Garden Planning and Design Guidelines

Distribution:

All Recreation Councils
Park and Recreation Management Team
Park and Recreation District Managers
Park and Recreation Area Managers